



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

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BO 2305.5H K
CEO/dhd
26 Mar 1985
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BASE ORDER 2305.5H

From: Commanding General
To: Distribution List

Subj: Orders and Procedures for the Management of the Base Telephone System

Ref: (a) JCS MOP 151 (NOTAL)
(b) OPNAVINST 2305.13A (NOTAL)
(c) MCO P4400.150B
(d) NAVCOMPAN, Vol III (NOTAL)
(e) NAVCOMPAN, Vol IV (NOTAL)
(f) FTS Users Guide
(g) NAVCOMPAN, Vol VII (NOTAL)

Encl: (1) Telephone Service Request Format (MCBCL 2305/28)

1. Purpose. To promulgate guidance and instructions pertaining to the installation, operation and maintenance of the Marine Corps Base Telephone System.

2. Cancellation. BO 2305.5G.

3. General

a. The Base Telephone System is a United States Government owned, maintained and operated telephone system managed in accordance with references (a) through (c). The telephone system provides official telephone service to all tenant commands and unofficial (reimbursable) service to family quarters at Courthouse Bay and the Rifle Range. All other government owned family quarters are provided service by Carolina Telephone and Telegraph Company.

b. The Telephone Officer is responsible to the Base Communications-Electronics Officer for the administration and operation of the Base Telephone System to include supervision of telephone operators, approval of requests for installation and removal of telephone instruments and equipment, system maintenance and compilation of the telephone directory.

c. This is a punitive order in that commission of the unlawful conduct set forth in paragraph 18 may result in disciplinary proceedings. Any disciplinary action taken shall be in addition to any administrative sanction that may be taken pursuant to this Order.

4. Classes of Telephone Service

a. Class "AV" (Official with AUTOVON and FTS Access). Telephones authorized for the transaction of official government business. This service provides access to the local commercial telephone system and toll charges are paid from appropriated funds. These telephones also have access to the AUTOVON and FTS Network. This class can be tailored to meet subscriber/circuit requirements on a case-by-case basis.

b. Class "A" (Official). Telephones authorized for the transaction of official government business. This service provides access to the local commercial telephone system and toll charges are paid from appropriated funds. This telephone service does not have access to the AUTOVON Network. This class can be tailored to meet subscriber/circuit requirements on a case-by-case basis.

c. Class "B" (Unofficial). Telephones provided for unofficial use and may or may not have access to the local commercial telephone system. Charges are paid from nonappropriated funds or by individual subscribers. This class is further designated as:

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(1) Class B-1. Telephones installed in government owned or leased quarters for use by the designated occupant. Access to the commercial system is authorized.

(2) Class B-2. Telephones installed for use of the American Red Cross and other morale, welfare and recreation activities as provided in references (d) and (e). This class may be restricted to the base or have access to the commercial telephone system.

(3) Class B-3. Telephones installed for commercial concerns authorized to conduct business from a fixed location on the base. This authority must be in the form of a contract or permit issued by the Commanding General, Marine Corps Base. Access to the commercial telephone system is authorized.

d. Class "C" (Official Restricted). Telephones installed for the transaction of official government business but are restricted to the base. These telephones will not be used for long distance telephone calls, nor will collect telephone calls be accepted on these telephones.

5. Class "AV" and "A" Telephone Allocation

a. Allocation of Class "AV" and "A" telephone service is as follows:

<u>Organization</u>	<u>Assigned</u>
General Officers	As required
General Staff Sections	2 AV
Special Staff	1 AV
Regiments	
Commanding Officer and Executive Officer	1 AV, 1 A
S-3 and S-4	1 AV jointly
Chaplain	1 A
Battalions	
Commanding Officer and Executive Officer	1 AV
S-3 and S-4	1 AV jointly
Chaplain	1 A

b. Requests for exceptions to the above may be submitted to the Base Telephone Officer along with appropriate justification and will be handled on a case-by-case basis.

6. AUTOVON

a. The AUTOVON (Automatic Voice Network) is the principal long-haul, voice communications network within the Defense Communications System. AUTOVON provides a worldwide unsecure direct distance dialing service to authorized agencies. The purpose of AUTOVON is to handle essential command and control, operations, intelligence, logistic, diplomatic and administrative traffic.

b. The AUTOVON is limited to official communications and will be restricted to only essential calls requiring a timeliness that cannot be obtained by other means and that would stand the scrutiny afforded a commercial toll call.

c. The use of graphic, facsimile or unsecured voice-data devices are authorized only when approved by the Chiefs of the Military Services and heads of DOD agencies or activities. Voice-data, facsimile and graphic service over AUTOVON will normally not exceed a continuous transmission time of 15 minutes nor a total transmission time one hour during normal business hours.



d. The AUTOVON is not authorized for:

(1) Use directly or indirectly by a nonappropriated fund activity provided telephone service at post, camp, station or base level, except when supporting the operational function of the morale, welfare, recreation activity.

(2) Calls within an installation, metropolitan area or confined geographical areas where other existing government provided local telephone service is adequate.

(3) Off-net extension calls into the commercial system at a distant AUTOVON exchange except where such extension has been previously approved (reference CONUS AUTOVON off-net extension directory for approved listing).

e. The AUTOVON is not secure and users are reminded that care must be exercised in accordance with established security instructions to avoid divulging or alluding to classified information.

f. AUTOVON calls should be limited to five minutes in length whenever possible. At the discretion of the Base Chief Operator, when justified by traffic conditions, routine calls may be limited to five minutes. When such limitations have been imposed, the operator may enter the line and advise callers of this limitation and request termination of the call. After one more minute, the calls may be terminated without further notification.

g. Call assistance, conferencing and directory assistance for AUTOVON users can be obtained from the Information Operator by dialing telephone number 82.

h. When trouble is encountered while utilizing AUTOVON, the user should retain the circuit connection and report the trouble immediately to Telephone Repair (telephone number 1114) via another telephone.

i. Noncompliance of this order will result in loss of "AV/A" telephone service.

7. Federal Telecommunications System (FTS)

a. Reference (f) gives complete dialing instructions for the FTS network.

b. There are no telephone numbers within CONUS, Alaska, Hawaii, Puerto Rico, and Canada that cannot be accessed by utilization of the FTS network. Therefore, no commercial toll calls will be made beyond a 50 mile radius of Camp Lejeune, North Carolina. Havelock, Morehead City, and New Bern can be accessed via Cherry Point Operator for official government business.

c. The Camp Lejeune Operator is available to assist the calling party in the placement of FTS calls from Class "A" service. The only information the caller is required to know is the city and the seven digit number of the party being called. Any assistance required can be obtained by dialing 1111 for the Camp Lejeune FTS Operator.

d. AUTOVON Off-Net should be used whenever possible. If you do not know the Off-Net AUTOVON number, dial 1113 and ask the Camp Lejeune Operator to assist you. If that city is not listed in the Off-Net Directory, use FTS.

e. Any person making a commercial toll call will be required to reimburse the Treasurer of the United States for that call unless it is specifically approved by a General Staff or Special Staff Officer/Commanding Officer. Calls not approved will be reimbursed at Building 1104, the Base Telephone Office.

f. Noncompliance of this Order will result in loss of "AV/A" telephone service.

8. Telephone Charges (Official)

a. Long distance official telephone calls will be billed only to a class "AV" or "A" telephone. Incoming collect calls will not be billed or accepted on a Class "C" official-restricted telephone.



b. The senior officer of the unit provided telephone service will be responsible for all toll charges against that telephone number. He will ensure that adequate precautions are taken to preclude unauthorized use of Class "AV" or "A" telephones. He will be required to complete Form MCBCL 2305/2 (Official Long Distance Calls, Audit and Certification of Necessity) each month certifying that the use of the telephone for toll calls listed therein were necessary and in the best interest of the government. Payment of these calls should be made from appropriated funds. The Form MCBCL 2305/2 will be certified and returned to the Telephone Accounts Office. Failure to return the Toll Certificate by date indicated on MCBCL 2305/2 will result in the suspension of telephone service to the subscriber until such time as the certification is received. A telephone toll log will be maintained indicating all long distance calls made by the subscriber to assist in verifying the Toll Certification. Deploying units should deliver Telephone Toll Logs to their respective CEO's for telephone bill certification following their departure and retrieve logs after their return to the Camp Lejeune area. Questions pertaining to telephone toll statements may be referred to Telephone Accounts, telephone number 2531.

c. Prior to placing long distance calls, subscribers should refer to the FTS directory or the CONUS AUTOVON Off-Net Extension directory which lists cities serviced by the AUTOVON and FTS systems. Every effort should be made to use this system for official long distance calls.

d. Unofficial personal long distance calls will not be made utilizing government telephone numbers.

e. Noncompliance of this order will result in loss of "AV/A" telephone service.

9. Charges and Reimbursements for Class "B" Telephone Service

a. Morale, welfare, recreation activities and private parties will reimburse the Marine Corps for telephone service in accordance with reference (d). Where applicable, reimbursement will include basic charges, installation, relocation, reconnection and toll charges incurred through the use of telephone service in accordance with reference (g). Morale, Welfare, recreation activities will be provided one Class "C" telephone without charge per building for command supervision unless justification is provided otherwise. Checks or money orders will be made payable to the Treasurer of the United States and will be for the exact amount of the telephone bill plus federal excise tax.

b. Telephone service is considered to be provided from the date of installation until such time as a request for termination of service is received by the Base Telephone Accounts Office.

c. Class "B" subscribers will be billed each month for telephone services. Payment of telephone billings must be made prior to the 15th of each month following the month of the bill. Payment in person may be made in the Telephone Accounts Office, Building 1104, from 0830 to 1200, and 1230 to 1500, Monday through Friday.

d. Telephone service will be suspended if the bill is not paid during the prescribed period. To regain service, a letter requesting reestablishment of service must be addressed to the Commanding General, Marine Corps Base (Attn: Base Telephone Officer). If approved, the person concerned will be required to pay all indebtedness plus a reconnect charge.

e. Private subscribers temporarily absent from the base during a billing period will make arrangements for payment with the Telephone Accounts Office. (Subscribers may request temporary disconnection of service without removal of telephone for a period of absence not to exceed three months.)

10. Requests for Telephone Service

a. Requests for official telephone service (installation, removal, relocation or special equipment) will be submitted on Form MCBCL 2305/28 (Telephone Service Request). The form will be completed and all copies forwarded to the Commanding General, Marine Corps Base (Attn: Base Telephone Officer, Building 1104) via appropriate Communication-Electronics Officer. Marine Corps Base units do not require CEO endorsement. See enclosure (1) for format. The request must be signed by the unit



commander requiring the telephone service. Except for emergency service, requests must reach the Base Telephone Officer at least ten working days prior to the date action is desired.

b. Completed/disapproved telephone service requests will be returned to the requesting unit from the Base Telephone Officer via the appropriate CEO.

c. Requests for unofficial (Class "B") telephone service will be made to the Telephone Accounts Office, Building 1104, telephone number 2531.

d. Class "B" telephone service will be disconnected prior to dispossession inspection of quarters. Request for termination of service must be made to the Telephone Accounts Office five working days prior to desired termination date to enable scheduling and preparation of the final bill. Each Class "B" subscriber will check out with the Telephone Accounts Office prior to final departure from Camp Lejeune.

e. Transfer of Class "B" telephone responsibility will not be accomplished without a signed Form MCBCL 2305/28 and payment of the reconnect charge. Telephone extensions are not allowed outside of the responsible person's assigned area.

11. Overseas Calls

a. Overseas calls will require prior approval as follows:

<u>Command</u>	<u>Authorizing Official</u>
Marine Corps Base	Chief of Staff
II MAF, FMF	Chief of Staff
2d Marine Division, FMF	Chief of Staff
2d FSSG, FMF	Chief of Staff
6th MAB, FMF	Chief of Staff
Naval Hospital	Commanding Officer/Executive Officer
Naval Dental Clinic	Commanding Officer/Executive Officer
MCAS(H), New River	Commanding Officer/Executive Officer
Marine Aircraft Group 26	Commanding Officer/Executive Officer
Marine Aircraft Group 29	Commanding Officer/Executive Officer
MATCS-28	Commanding Officer/Executive Officer
Marine Wing Spt Group-27, Det "A"	Commanding Officer/Executive Officer

b. Upon approval of an overseas call, the command will notify the Base Telephone Office (telephone number 2531) of the approval and furnish the following information.

(1) Name of caller.

(2) Destination of call.

(3) Telephone number from which call will originate.

c. Individuals making calls will be instructed to limit all calls to five minutes or to be as brief as possible.

d. Calls will be placed only from telephone numbers with AUTOVON access.

e. Arrangements will normally be made during regular working hours for overseas calls. In the event of emergency, the respective Staff Duty Officer may authorize calls by dialing the operator on duty (telephone number 3400).



f. Overseas AUTOVON access required on a continuing basis can be authorized in letter format, consolidated and authorized by commands identified in paragraph 11(a) above, for a period not to exceed six months. Letters should be addressed to the Commanding General, Marine Corps Base, Camp Lejeune (Attn: Base Telephone Officer), and include name, SSN, and billet assigned. Overseas AUTOVON calls will be made from telephone numbers with AUTOVON access only.

12. Precedence Calls

a. The Joint Uniform Telephone Communications Precedence System is directed for use by all authorized users of voice communication facilities of the Department of Defense. Since the effectiveness of the system depends upon cooperation on the part of persons authorized to employ it, users must be familiar with the purpose of each level of precedence category and the types of calls which may be assigned a precedence.

b. Precedence calls can only be made from telephones with AUTOVON access.

c. To place a precedence call, the user should dial 82 and provide the following information to the switchboard operator:

(1) Caller's name and extension.

(2) Precedence of the call.

(3) AUTOVON number desired.

13. Directory Information. Commands/office supervisors are responsible for the accuracy of telephone directory information. Changes to the organizational listings will be submitted as they occur. The telephone directory will be published in September and distributed in October of each year. Any changes to be reflected in the new directory must be received prior to 1 August of each year.

14. Leased Telephone Service

a. Telephone service (paid from appropriated funds) for military activities operating outside the boundaries of Camp Lejeune is leased from the telephone company serving the area.

b. Any changes to leased service must be accomplished by separate contract. The Base Telephone Officer is the coordinator for telephone contracts. Requests for all changes will be submitted on Form MCBCL 2305/28.

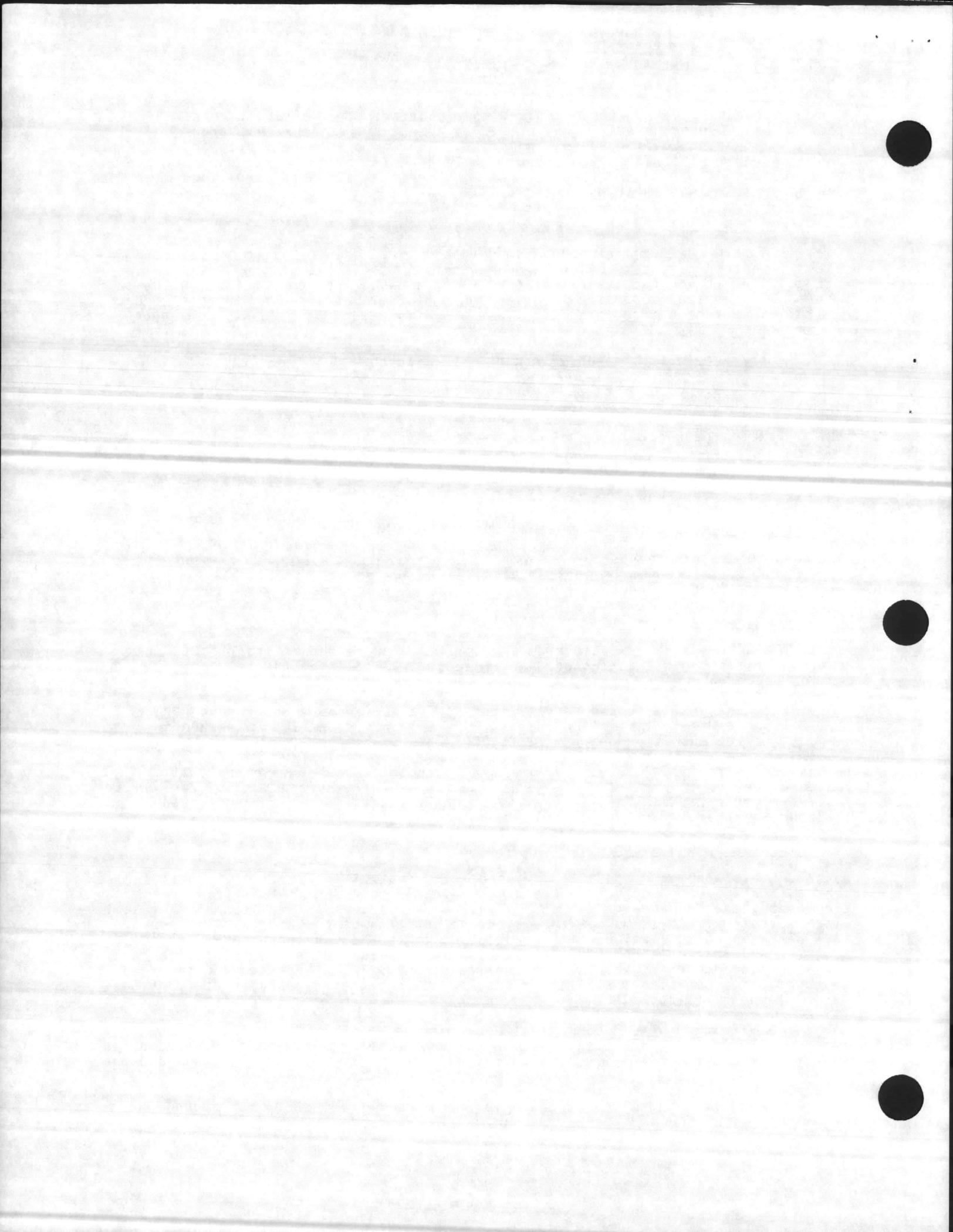
15. Leased Circuits. Circuits for special purposes, such as teletype, will be leased or rented to "private interests" (Red Cross, Airline and Bus Station) on an Airline Circuit Mileage basis. Qualifications for this service are outlined in paragraph 4c(3) above.

16. Field Telephone Restrictions

a. Field wire or cable will not be placed on utility poles, on any building (except as stated below) or in the way of vehicular or pedestrian traffic. In emergency situations, the Commanding General, Marine Corps Base, will allow temporary installation of field wire systems not to exceed the duration of the emergency. Requests for semi-permanent installation will be addressed to the Commanding General, Marine Corps Base (Attn: Base Telephone Officer) in duplicate with enclosures showing route, buildings and number of pairs. The duplicate copy will be endorsed and returned. If approved, the completed installation must be inspected by a representative of the Base Telephone Office.

b. Stringing of field communication wire from a tree to a building, from building to building, on trees within 300 yards of a building, or within 50 yards of an electric or communication line is prohibited, except at approved crossings and on steel messenger cable.

c. Any type field wire suspended more than three feet above the ground and



crossing under an electric or telephone line will be secured to a steel messenger cable.

d. Under no circumstances will wire be suspended over or across electrical or telephone lines.

e. The minimum distance from any fixed electric or telephone line to field communication lines will be six feet.

f. The use of overhead steam lines or fences to support wire is prohibited.

g. The use or climbing of telephone or utility poles for any purpose is restricted to Base Telephone or Base Maintenance personnel. The Base Telephone Officer will make inspections for violations and direct immediate removal of hazardous conditions. Violations will be reported to the Commanding General. Climbing poles installed and maintained exclusively as training aids are excepted.

h. The installation of field type wire, bare wire, rubber covered cable or any temporary wire system on utility poles is prohibited except as provided for in subparagraph (a) above.

i. All ground laid wire along paved roads will be installed on the back slope of the ditch and will be removed immediately after completion of the exercise.

j. Telephone service is provided in close proximity of most tactical landing zones/training areas. It is the using units responsibility to establish connectivity between Base Telephone's point of demarkation and the field command post.

17. Maintenance and Preservation of Telephone Equipment

a. The Base Telephone System is maintained and operated by the Telephone Branch of the Communications-Electronics Division. No person, other than an authorized member of this Branch, shall service, install, move, remove, or interfere with any item or facility of the Base Telephone System.

b. When tampering with Base Telephone equipment is discovered, the using unit will be notified and service immediately suspended. Requirement for restoration of service will be by letter explaining the circumstances and action taken, to the Base Telephone Officer (via appropriate Communications-Electronics Officer).

c. Telephone equipment and instruments connected to the Base Telephone System are government property furnished for use at Camp Lejeune. Removal or relocation of this property from its assigned area is prohibited.

d. Digging, excavating; driving posts or pilings along roads or within inhabited areas is prohibited unless first approved by the Base Telephone Officer.

e. In the interest of acceptable service, not more than four instruments will have access to any telephone number except 1-A Key Systems.

f. Telephone extensions will only be installed in the immediate vicinity of the main station telephone and within the same building.

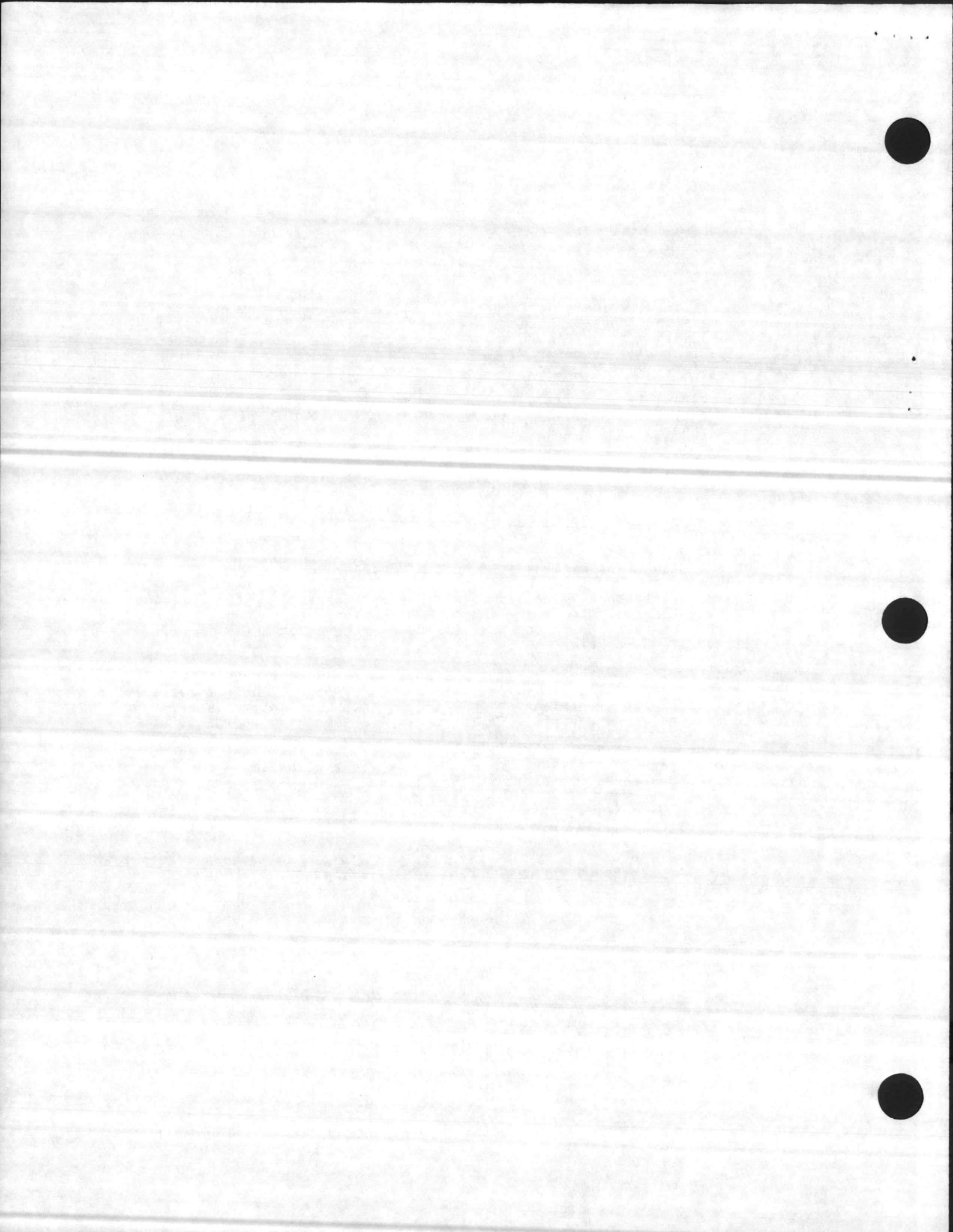
g. Telephone trouble will be reported to the Base Telephone Trouble Desk, extension 1114, which is manned continuously.

18. Subscriber Obligations. All persons using the Base Telephone System are considered subscribers. It is unlawful for a subscriber to:

a. Make telephone calls for the purpose of abusing, annoying, threatening, harassing, or embarrassing any person at the called number (including calls in which obscene or profane language is used), regardless of whether a conversation ensues.

b. Use a credit card number to fraudulently obtain service.

c. Charge a call to another person's telephone number without consent.



- d. Charge a call to the United States Government without proper authorization.
- e. Willfully refuse to relinquish a telephone line for use in an emergency.
- f. Make an unofficial AUTOVON, AUTOVON Off-Net, or FTS call.
- g. Utilize government telephones for private commercial use.
- h. Falsely state his/her name, rank, or position while utilizing a government telephone.

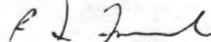
19. Conservation of Telephone Service. To ensure adequate telephone service is available for assignment to requesting units, strict compliance with the following is mandatory:

- a. Commanding Officers or Officers-in-Charge will ensure that only the minimum number of telephones consistent with the mission of the organization are installed.
- b. Commanding Officers or Officers-in-charge will request removal of infrequently used telephones. Particular attention will be given to removal of telephones left in vacated buildings.
- c. Requests for service, i.e., relocates, extensions, etc., will not be based solely upon convenience or personal preference.

20. Pay Station Telephones

- a. Pay station telephones are owned, operated and maintained by the Carolina Telephone and Telegraph Company and are, by permission of the Commanding General, installed on the base for convenience of the public. Misuse or abuse of these telephones will tend to restrict and deprive many people of their use.
- b. The Base Telephone Officer is responsible for the coordination of all pay station telephone service on the base, preparation of individual agreement, NAVMC 1088-SD, collection and deposit of commissions, allocation and maintenance of government owned telephone circuits, installation, relocation, and removal of all pay station telephones located on the base.
- c. Area Commanders are responsible for the security of pay station telephones located in their respective areas. Requests for installations, relocations or removals will be made to the Commanding General, Marine Corps Base (Attn: Base Telephone Officer, Building 1104). A memorandum notification from the Base Telephone Officer to the Area Commander will be sent in cases of removal resulting from misuse of equipment and cancellation of the agreement by the telephone company.
- d. Only Carolina Telephone and Telegraph Company employees will make coin collections.

21. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station (Helicopter), New River, Naval Hospital and Naval Dental Clinic.


R. L. FORMANEK
Chief of Staff

DISTRIBUTION: A

